

**What are the regular class hours?**

Regular Class Hours are from 8:25 AM - 2:58 PM.

**What are the class hours on early dismissal days?** On early dismissal days, class hours are from 8:25 AM - 12:30 PM.

**What time should the children be at school?**

The bell will ring at 8:25 AM, which is when children should be at school. The children line up by class, as a community the children and faculty pray together and the Pledge of Allegiance is recited, then the children walk to their classrooms with their teacher. A teacher is on duty at 8:15 AM. Please note that there is no supervision before 8:15 AM.

**Where do the children line up for school?**

Usually the children arrive and line up for school outside in the courtyard of the building near the main entrance.

**Where do the children line up in bad weather?**

When it is raining or very cold outside, the children line up for school in the gymnasium. They are also dismissed from the gymnasium door in bad weather.

**Where should a student report to if they are late?** Late students should report to the secretary's office so that their attendance will be accurately marked. They will then be escorted to their classroom by office staff. Middle school children must report to the school office and then to their homeroom teacher before going to their scheduled class.

**From what door are children dismissed?**

Students in grades K-4 who are car riders are dismissed from the gym doors. Students in grades 5-8 are dismissed from the breezeway door across from the convent. Teachers escort the students from there to the parking lot. K-4 student walkers are dismissed through the main entrance. Middle School walkers are dismissed through the exit below the computer room. All bus riders are dismissed through the main entrance.

**From what door are children dismissed in bad weather?** Car riders are dismissed through the gymnasium doors in bad weather. Bus riders and K-4 student walkers are dismissed through the main entrance. Middle School walkers are dismissed through the main entrance.

**What time is lunch and recess?** The first lunch and recess for Grades 4-8 is 11:40 AM - 12:30 PM. The second lunch and recess for grades K-3 is 12:05 PM - 12:55 PM. .

**Do students bring lunch on half-days?**

Only the kindergarten classes bring lunch on half-days. Grades 1-4 should bring a snack on half-days.

**What is our policy on food brought into school?** Our school maintains a **nut free policy**. We ask that all lunches and snacks which are brought into school be free of all nuts including possible traces and manufacturing of the food in a facility that may have used nuts.

**Can students bring in treats for the class on special occasions?** The teacher must be asked before any treats can be brought in to prevent an overload of snacks. All treats brought in must be **nut free** including possible traces or the manufacturing of the treat in a facility that may have used nuts. The ingredients label must be provided to the nurse for review before the snack is distributed.

**How will I know if school is closed due to snow or inclement weather?** You will be notified by 7:00 AM, via the Parent Reach automated system, if school is closed or if there is a late opening. School closing information can also be obtained by calling the school at 908-464-8657, Ext. 7 to hear the day's message.

**How do I contact my child's teacher?**

There are three ways to contact a teacher:  
1) Send a note through your child to the teacher indicating your request and where you can be reached during the day.  
2) Call the school's office and leave a message for the teacher with a number where you can be reached during the day.  
3) Email [secretary@theacademyolp.org](mailto:secretary@theacademyolp.org) to request your teachers e-mail address or you can find each teacher's e-mail address on our website <http://theacademyolp.org>  
Any urgent messages should be sent by calling the school's office.

**What if I need to speak to my child during the day?** Simply call the school's office and the child will be brought to the office, or your call will be returned when your child is available to take your call.

### **How or when should I schedule a doctor's appointment for my child?**

We recommend scheduling doctor's appointments after school. However, that is not always possible. If you need to take your child out of school, send a note in with your child specifying the date and time of the doctor's appointment. As requested by the state, someone will need to sign out the child in the school's office before the child can leave. If the appointment is early morning, simply send a note in with the child when they come to school late.

### **Can parents attend First Friday mass?**

Yes, everyone is invited to attend First Friday mass, which is usually held at 11 AM.

### **Which after school activities are mandatory for students?**

- During Catholic School's Week, 9:00 AM mass on Sunday, usually the last week of January
- May Crowning, usually the second Tuesday of May
- Christmas and Spring Concerts, on Tuesday evenings in early-mid December and April, respectively
- Science Fair for Grades 5-8, usually Tuesday in March or April during the day and evening (7-9 PM). The Science Fair is open in the evening to all students and their families.

If a student cannot be in attendance, please send a note or contact your child's teacher or the school office prior to the activity. Parents are invited to attend all of the above.

### **What and when is Kindergarten graduation?**

Kindergarten graduation takes place approximately one week before the end of the school year, usually on a Tuesday morning. This is the last day of school for kindergarten students. Once the student graduates, After Care is **not** available. The Kindergarten year ends with a special ceremony for the Kindergarten students.

### **What is a Tag Day?**

A Tag Day is an opportunity for a student to wear his or her own **appropriate** clothing on a scheduled day. Students can earn a Tag Day by donating money toward a charity designated by the Student Council or they are given a Tag Day as a reward. Tag Days are always optional to participate in.

The following items are considered **inappropriate** for Tag Days, so please monitor what your child is wearing before they leave the house:

- Dirty or torn clothing
- Mini-skirts or mini shorts
- Hats or head wraps
- Bare midriffs
- Tees with inappropriate logos
- Flip flops or backless shoes
- Spaghetti straps
- Bare shoulders

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